

DEPARTMENT OF CHILDREN AND FAMILIES
DIVISION OF EARLY CARE AND EDUCATION
ADMINISTRATOR'S MEMO SERIES

 ACTION
X NOTICE **13- 03**

ISSUE DATE: 11/29/13

DISPOSAL DATE: None

TO: County and Tribal Child Care Program Directors

FROM: Judy Norman-Nunnery, Ph.D.
 Division Administrator

RE: Child Care Administration Contract and Changes for 2014

PURPOSE:

To provide a copy of the CY2014 State/County Child Care Contract and to communicate substantive changes to contract language.

BACKGROUND:

The Department has finalized the language for the CY 2014 State/County Contract for the Child Care program. The contract consists of a Base Contract applicable to all county contracts and a program-specific Scope of Services that defines the responsibilities of the Department and county agencies.

Representatives from the Department and the Wisconsin County Human Services Association (WCHSA) met to discuss proposed changes to the contract language for CY2014. The attached contract is the product of those meetings.

ACTION SUMMARY STATEMENT

The **Base Contract** substantive changes include:

- Uses s.801.15(1) Wis. Stat. for calculation of days for contract references to calendar day periods. If a stated time is less than 11 days, Saturdays, Sundays and holidays are excluded in the computation.
- Allows a 45-day period for the WCHSA to comment on certain new program policies initiated by the Department.
- Allows the WCHSA to request a meeting with the Department to discuss new program policies
- Clarifies the Department's authority to withhold approval of subcontracts.
- Clarifies that county agencies are responsible for enforcing the terms of the State/County Contract with subcontractors.
- Specifies actions necessary and fiscal responsibility for costs associated with breaches of confidentiality.
- Specifies a 30-day period to submit all corrective action plans required by the Department.
- Allows county agencies to request a meeting with the DCF Secretary for contract disputes that rise to the second level of the dispute resolution process.

The **Child Care Scope of Services** changes include minor edits, renumbering, and clarifications. Substantive changes include:

- **Conflict of Interest:** Newly created Section includes language that prohibits county employees and subcontractors who are also child care licensees, owners or otherwise have a financial interest in a child care center from performing eligibility, authorization, or certification activities.
- **Meetings:** Newly created Section consolidates meetings under a single section.
- **Legal Proceedings:** New language in requires local agencies to notify the Department's Office of Legal Counsel of an appeal if a participant is represented by legal counsel or when a hearing decision is appealed to circuit court.
- **Systems Maintenance:** New language requires that counties appropriately route approvals for systems access and timely eliminate access when workers leave employment or no longer require access to state systems.
- **Certification:** New language requires counties to notify the Department's Bureau of Regional Operations when there is a change in the county staff or subcontractor staff responsible for performing certification activities.
- **Performance Standards:** Section is amended to provide that the Department will not impose financial penalties for a county's failure to meet performance standards if that failure is beyond the county's reasonable control.

Electronic Signature Procedures - DocuSign

The 2014 contracts will be issued using the DocuSign electronic signature process. The DocuSign process routes the contract documents to the designated signer for the county agency and other county staff. The signers "sign" the contract documents by acknowledging or "clicking" on signature boxes in the document; this records their official signatures electronically. After the signer has signed the document, all persons included in the DocuSign email receive a fully signed .pdf version of the completed contract.

If your agency has a change in authorized signers, please contact your Bureau of Regional Operations Regional Coordinator.

CONTACTS:

Bureau of Regional Operations (BRO), Child Care Regional Coordinators. Contact information is located at: http://dcf.wisconsin.gov/regional_operations/default.htm

Attachment: